

**ARIZONA DEPARTMENT OF HEALTH SERVICES
DIVISION OF BEHAVIORAL HEALTH SERVICES
DIVISION DOCUMENT REVISION NOTICE**

The Arizona Department of Health Services/Division of Behavioral Health Services has revised the below referenced document(s), indicated by **BOLD** print and the symbol **[X]**. The attached matrix includes a detailed description of the changes impacting the selected document(s). The revised document(s) will be posted to the ADHS/DBHS website on or around the effective date. Please direct any questions regarding this Division document revision notice to Jennifer Vehonsky at (602) 364-4674 or via electronic mail at vehonsje@azdhs.gov.

DIVISION DOCUMENT	ADHS/DBHS PROVIDER MANUAL	ADHS/DBHS POLICY AND PROCEDURES MANUAL	ADHS/DBHS PROGRAM SUPPORT PROCEDURES MANUAL	ADHS/DBHS COVERED BEHAVIORAL HEALTH SERVICES GUIDE
REVISION [X]		[X]		
DIVISION DOCUMENT	CLIENT INFORMATION SYSTEM (CIS) FILE LAYOUT AND SPECIFICATIONS MANUAL	OFFICE OF GRIEVANCE AND APPEALS DATABASE MANUAL	ADHS ACCOUNTING AND AUDITING PROCEDURES MANUAL	FINANCIAL REPORTING GUIDE FOR REGIONAL BEHAVIORAL HEALTH AUTHORITIES
REVISION [X]				
DIVISION DOCUMENT	ADHS/DBHS QUALITY MANAGEMENT/UTILIZATION MANAGEMENT PLAN	ADHS/DBHS PREVENTION FRAMEWORK FOR BEHAVIORAL HEALTH	AHCCCS MEDICAL POLICY MANUAL-CHAPTERS 900 AND 1000	ADHS/DBHS STRATEGIC PLAN
REVISION [X]				
DIVISION DOCUMENT	ADHS/DBHS CULTURAL COMPETENCE PLAN	ADHS/DBHS CLINICAL GUIDANCE DOCUMENTS	TITLE XIX CHILDREN'S BEHAVIORAL HEALTH ANNUAL ACTION PLAN	
REVISION [X]				

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**ADHS/DBHS POLICY AND PROCEDURES MANUAL SECTION GA 3.3, TITLE XIX/XXI
NOTICE AND APPEAL REQUIREMENTS**

Policy #	TITLE	DESCRIPTION OF CHANGE	Last Revision Effective Date
GA 3.3	References	Technical Assistance Document 6, Providing Services to Children in Detention	November 1, 2005
GA 3.3	Definitions	Added the definition for "appeal resolution" and revised the definition of "denial" to indicate it is a denial of an initial request	November 1, 2005
GA 3.3	Notice requirements	Added reference to Technical Assistance Document 6, Providing Services to Children in Detention, to determine if Title XIX/XXI eligibility will be terminated, therefore, requiring a Notice of Action	November 1, 2005
GA 3.3	Title XIX/XXI Appeals	Added language to indicate that if certain criteria are met, services may continue during an appeal or State Fair Hearing process only if that does not jeopardize the health or safety of the recipient or another person Removed the requirement that services provided during an appeal or State Fair Hearing process cease when the time period or service limits of the previously authorized service is met	November 1, 2005
GA 3.3	Attachment A	References that the ADHS/DBHS Appeal or SMI Grievance Form can be used to file a written appeal	November 1, 2005
GA 3.3	Attachment C	Added codes for each Region of Cenpatico and added a second code for CPSA	November 1, 2005

**ADHS/DBHS POLICY AND PROCEDURES MANUAL SECTION GA 3.3, TITLE XIX/XXI
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Policy #	TITLE	DESCRIPTION OF CHANGE	Last Revision Effective Date
MI 5.2	Entire section	Specific references to volunteers have been deleted where applicable. The definition of direct service staff member, for purposes of this policy, includes a qualified Community Service Agency employee, contractor or volunteer providing behavioral health rehabilitation and/or support services to eligible and enrolled persons.	November 1, 2005
MI 5.2.F.4	Maintenance of a Community Service Agency Title XIX Certificate	A condition has been added to item 4.a(1). The Department of Public Safety Fingerprint Clearance Card (Attachment 4) must be dated no more than 6 months prior to the hire date.	November 1, 2005
MI 5.2.F.5	Required Documents Chart	Footnote 5 has had "certificate" removed because all behavioral health professionals are now licensed.	November 1, 2005
MI 5.2.F.5	Required Documents Chart	Footnote 7 has had a phrase added. <u>"Credible documentation shall be dated at the start of employment or prior to providing behavioral health services and every 12 months thereafter."</u>	November 1, 2005
MI 5.2.F.5	Required Documents Chart	Item 14 and 15 of the chart have been revised to remove "less than 18 years of age". There is no age distinction for providing direct services to persons.	November 1, 2005
MI 5.2.F.11	Compliance Audit of Title XIX Certified Community Service Agency	References to "under the age of eighteen years" have been removed. Fingerprint clearance verification and a completed and notarized Criminal History Affidavit is required for all direct service staff, not just those providing direct services to persons under the age of 18.	November 1, 2005
Attachment 1	Community Service Agency Title XIX Certification Application	<ul style="list-style-type: none"> • This attachment has been updated with the current RBHAs and Tribal RBHAs. • Updates to the Attachment have been made to be consistent with the chart in section MI 5.2.F.5. • Instructions for completion of the application have been updated to be consistent with the application and the chart in section MI 5.2.F.5. 	
Attachment 9	Community Service Agency Title XIX Certificate	This attachment has been updated to reflect the current list of RBHA/TRBHA affiliation.	

ADHS/DBHS POLICY AND PROCEDURES MANUAL SECTION QM 2.5, REPORTS OF INCIDENTS, ACCIDENTS AND DEATHS			
Policy #	TITLE	DESCRIPTION OF CHANGE	Last Revision Effective Date
QM 2.5	Definitions	<ul style="list-style-type: none"> • Changed "Contractor for Advocacy Services" to "Office of Human Rights" • Removed "client record and assessment" to be considered an "enrolled person" • Revised the definition of "incident or accident" • Removed the definition for and use of the term "mistreatment" 	November 1, 2005
QM 2.5	Procedures, 1.c.	Reduced the time for the Report form to be revised and resubmitted from 48 hours to 24 hours	November 1, 2005
QM 2.5	Procedures, 2	References use of Provider Manual Form 7.4.1 Incidents/Accidents/Deaths Report Form	November 1, 2005
QM 2.5	Procedures, 3.d(3)	Added that information regarding a communicable disease be redacted from the Report	November 1, 2005
QM 2.5	Procedures, 4 and 5	Adds the ADHS requirements for notification to AHCCCS	November 1, 2005
QM 2.5	Procedures 6	Revisions to the table indicating where Reports need to be submitted	November 1, 2005